

Updating Take Home Information

- 1) Go to the Fleet Equipment screen (Data→Equipment Units→Fleet Equipment)
- 2) Go to the Take Home MP-2 tab

The screenshot shows a software interface for fleet management. At the top, there are several tabs: Inspections, Codes, Recurring Costs, Credit Cards, Acquisition, Registration, and Ownership/Depreciation. Below these, there are more tabs: Basic Info, Meter Info, Classes, Locations, Assignments, Accounts, Status, Motor Pool, Authorization, Class PM Program, Warranty, Replacement/Disposition, Comments, Additional Data, Relationships, and Take Home MP-2. The 'Take Home MP-2' tab is highlighted in red. Below the tabs, there is a field for 'Equipment ID' with a dropdown arrow and a 'New equipment unit' button. Below that, there is a checkbox labeled 'Is currently a Take Home Vehicle'. Below the checkbox, there is a button labeled 'Click here to view Take Home details' which is also highlighted in red. Below the button, there is a table with the following columns: Row, Delete, Take Home Type, Authorization #, Issue Date, Exp Date, Monthly Commute Usage, Operator Id, and Operator. The table is currently empty.

- 3) Initially, all fields in the screen group will be blank. To view the Take Home data, you must click the button labeled “Click here to view Take Home details below”.
Note: You will know if there is Take Home data to display if the “Is currently a Take Home Vehicle” box is checked.
- 4) You will be able to modify the existing data, delete a row of data if it is incorrect, or enter new Take Home information.

Field Descriptions

Delete: A check in this box will delete the information displayed to the right of the field upon processing. Only check this box if the information is completely incorrect and should have never been entered in the first place. Do not delete Take Home information that has simply expired.

Take Home Type: Describes which type of Take Home the vehicle is. The choices for this field are as follows:

Personal: Some of the miles are for Personal Use.

Commute: Aside from business use, the employee only drives the vehicle to and from work.

Exempt: The vehicle is exempt from the IRS Imputed Income Tax.

Undefined: Indicates that the type of Take Home use has not been defined. This option should only be used on a temporary basis in the rare occasion that the data needs to be documented immediately, but further research needs to occur to determine the type of use. Agencies who have vehicles assigned to this reason will be contacted for clarification.

Authorization #: This is a display only field identifying the system-generated Authorization Number for current Take Home Use.

Issue Date: The date the Take Home Use began.

NOTE: Each Take Home Authorization must be renewed at the beginning of each calendar year.

Exp Date: The date the Take Home Use expires.

NOTE: Each Take Home Authorization must be renewed at the beginning of each calendar year.

Monthly Commute Usage: The estimated miles that is used to commute to and from work monthly.

NOTE: If Take Home Type is Personal, all mileage must be tracked by the employee and filed in a manner that can be easily submitted upon request.

Operator Id: The Operator Id of the person driving the vehicle. If the person has not been defined as an Operator, please refer to Section 3 of your Fleet Focus Manual.

NOTE: You can download the latest version of the manual at:

<http://fleet.utah.gov/services/fleet/fleetanywhere/faintro.htm>

Operator Name: When you enter a valid Operator Id their name defaults into this display-only field.

"Moving in the Right Direction!"

Agency Approval on File: A check in this box indicates that a written policy has been established, signed by the employee and/or the Agency Director, and filed in a manner that can be easily submitted upon request.

Comments: Additional comments pertaining to this particular Take Home Use. There are 255 characters available to use.